

**BYLAWS OF THE
LOCAL GOVERNMENT PROPERTY INSURANCE FUND
ADVISORY COMMITTEE**

**Adopted by Resolution
October 29, 2003**

PURPOSE

Mission Statement

It is the mission of the Local Government Property Insurance Fund Advisory Committee to maintain an open line of communication with the Local Government Property Insurance Fund as to policyholder's interests and needs; and to provide professional expertise and input to the Local Government Property Insurance Fund Administrator and the Office of the Commissioner of Insurance on behalf of the policyholders. [*Adopted by resolution by the Advisory Committee, April 12, 2001.*]

DEFINITIONS

Fund

Local Government Property Insurance Fund

Committee

Advisory Committee

Fund Administrator

Administrative Services Contractor of the Local Government Property Insurance Fund

The following rules of procedure are hereby adopted by the Local Government Property Insurance Fund Advisory Committee.

ARTICLE I – COMMITTEE QUALIFICATION

1.1 MEMBERSHIP

The Committee shall consist of up to 21 members who shall be a person employed, elected or appointed by a local unit of government as defined in Chapter 605 of the State of Wisconsin Statutes, and who are policyholders of good standing in the Fund. Members should have responsibility for or an interest in the matters of first party insurance for their local government unit. No more than one (1) representative of a local governmental unit may serve on the Committee at any one time.

1.2 APPOINTMENTS

Appointments to the Committee shall be qualified and made by the Chairperson at the request of the person seeking the appointment. The Chairperson shall use their best effort to assure that the representation of the members be allocated by entity type as follows:

School Districts	5
Counties	5
Cities	4
Other	3

In addition to these positions, there shall be 4 “at large” positions.

1.3 TERMS OF APPOINTMENT

Appointments shall be for a three (3) year period with overlapping terms. For the initial appointments to the Committee, seven (7) members shall be appointed to terms ending on December 31, 2003; seven (7) members shall be appointed to terms ending on December 31, 2004; and seven (7) members shall be appointed to terms ending on December 31, 2005. Thereafter all terms shall be for three (3) years. Members shall be eligible for reappointment. Those members whose terms are expiring as of December 31, 2003 are automatically renewed for three (3) years, expiring on December 31, 2006.

ARTICLE II – OFFICERS

2.1 SELECTION OF CHAIRPERSON, VICE CHAIRPERSON, AND 2ND VICE CHAIRPERSON

At the first regular meeting of each calendar year, the Board shall select, from it's membership, a Chairperson, Vice Chairperson, and 2nd Vice Chairperson who shall be eligible for re-election on an annual basis.

2.2 SECRETARY

The Secretary shall be designated by the Fund Administrator for each meeting.

2.3 TENURE

The Chairperson, Vice Chairperson, and 2nd Vice Chairperson shall take office immediately following their selection and shall hold office for a term of 1 year or until their successors are selected and assume office.

ARTICLE 3 – DUTIES OF ELECTED OFFICERS

3.1 CHAIRPERSON

The Chairperson shall consult with the Fund Administrator on all meeting agendas, preside at all meetings, appoint sub-committees and perform all other duties as requested by the Committee.

3.2 VICE CHAIRPERSON

The Vice Chairperson shall act in the capacity of Chairperson on his/her absence. In the event the office of the Chairperson becomes vacant, the Vice Chairperson shall succeed to this office for the unexpired term; and the Committee shall select a successor to the office of Vice Chairperson for the unexpired term.

3.3 2ND VICE CHAIRPERSON

The 2nd Vice Chairperson shall act in the capacity of Vice Chairperson on his/her absence; and in the capacity of Chairperson, in the absence of both the Chairperson and Vice Chairperson.

ARTICLE 4 – MEETINGS

4.1 REGULAR MEETINGS

Regular Committee meetings for each subsequent year shall be determined at the Fall meeting of the current year by a majority vote of the Committee.

4.2 SPECIAL MEETINGS

Special meetings shall be called at the request of the Chairperson or by majority vote of the members of the Committee.

4.3 PLACE OF MEETINGS

Regular and special meetings shall be held at such place within the State of Wisconsin as may be fixed from time to time by the Committee and stated in the notice of the meeting or in a duly executed waiver of notice thereof.

4.4 NOTICE OF MEETINGS

A written notice of the place, date and hour of each meeting, whether regular or special, and any adjournment thereof, shall be given personally or by telephone, mail, facsimile or e-mail to each member entitled to vote at the meeting at least five (5) days prior to the meeting, unless a shorter time is authorized by the Chairperson.

4.5 PUBLIC RECORDS

All regular and special meetings, including all meeting minutes, shall be open to the public.

4.6 PUBLIC NOTICE

Public notice of the time, date and place of all regular and special meetings shall be given by the posting of same on the Fund's web page.

4.7 QUORUM

A majority of the total number of members then appointed shall constitute a quorum for the transaction of business and the taking of official action.

Whenever a quorum is not present at a regular or special meeting, those present may hold the meeting for the purpose of discussing such matters as are on the agenda. No action shall be taken at such a meeting where there is no quorum present.

4.8 PUBLIC COMMENTS

Comments from the public shall be limited to 5 minutes unless specifically given additional time by the Chairperson. Persons may speak only once unless all others have been given a chance to speak, in which case the Chairperson may grant additional opportunities to speak. Speakers must address the Chairperson and must speak from the audience.

4.9 MOTIONS

Motions shall be repeated by the appointed Secretary if requested to do so by a member of the Committee. The name of the maker and supporter of a motion shall be recorded in the minutes of the meeting.

4.10 VOTING

Votes shall be cast either orally or in writing as directed by the Chairperson of the meeting. Voting shall be recorded by a majority vote. Roll call votes will be recorded only upon request by a member of the Committee.

4.11 ORGANIZATION OF MEETING

At each meeting of the Committee, the Chairperson, or in his absence, the Vice Chairperson, or in the absence of both, the 2nd Vice Chairperson, or in the absence of all three, a Member chosen by a majority of the Members present, shall act as chairperson of the meeting. The Secretary, or in his absence, any person appointed by the chairperson, shall act as secretary of the meeting.

4.12 PARLIAMENTARY PROCEDURES

Parliamentary procedure in Committee meetings shall be governed by Robert's Rules of Order (most current version), except where state statute or local ordinance directs otherwise.

ARTICLE 5 – ORDER OF BUSINESS

5.1 AGENDA

The Chairperson shall consult with the Administrator on the preparation of an agenda prior to each meeting.

5.2 ORDER OF BUSINESS

The order of business for all regular meetings shall be handled in the following order:

1. Meeting Called to Order
2. Roll Call
3. Approval of Minutes
4. Comments from Public
5. Manager's Report
6. Administrator's Report
7. Financial Report
8. Sub-Committee Reports
9. New Business Topics
10. Date and Time of Next Meeting
11. Adjournment

ARTICLE 6 – MISCELLANEOUS

6.1 AMENDING RULES

These bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present.